

Policy # **01-05**  
Date Adopted:  
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**VIBRS Policy Enforcement Protocol**  
**Division of Criminal Justice Services**

Approved By:  
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Advisory Board

**NOTE** - This is a mandatory policy.

## **1. Goals**

**1.1** The goal of this policy is to establish how the enforcement of the VIBRS policy occurs.

**1.2** To the extent possible, the Division of Criminal Justice Services should not get involved in local issues and shall only intercede when the integrity and security of the overall network is involved or if policy violations are ignored by the local agency.

## **2. Policies**

**2.1** It is the policy of the VIBRS Advisory Board and the Division of Criminal Justice Services to ensure, to the extent possible, that all agencies voluntarily comply with the policies of the VIBRS Network and the policies affecting the Spillman software.

## **3. Procedures**

**3.1** All agencies should comply with the policies of the VIBRS network.

**3.2** If an agency determines there is a violation of the VIBRS policy the administrative liaison shall work to correct the violation.

**3.3** If a local agency ignores a violation of the VIBRS policy and the Division of Criminal Justice Services (CJS) is made aware of this then the following actions may be taken.

**3.3.1** CJS shall work on an informal basis to bring the agency into compliance.

**3.3.2** CJS shall document the continued failure to comply and refer it to the VIBRS Advisory Board.

**3.4** If a complaint is made directly to CJS then the veracity of the complaint shall be verified and forwarded to the local agency for resolution.

**3.5** A violation of this policy or other mandatory policies may result in sanctions being imposed as stated in the VIBRS User Policy #95-3, Section 13, "Sanctions".

**3.6** Nothing shall prohibit the VIBRS Staff of the Division of Criminal Justice Services from imposing emergency sanctions if a security threat exists. (VIBRS User Policy #95-3, Section 13, "Sanctions", Sub 13.3).